

**Shortcut Card for Mechanical Inspection Requests**

**Please have your 7 Digit Permit Number ready.**  
(If on a rotary phone stay on line for an attendant)

**Call (336) 373-2400 (APRIL)**

After **APRIL** answers  
Dial **113**, then make your selection

- Press 1 – Rough Inspection
- Press 2 - Gas Test Inspection
- Press 3 - Final Inspection
- Press 4 – Partial Final Inspection
- Press 5 – Other Mechanical Inspections
  - 1 – Gas Log or Fireplace
  - 2 – Other Gas Appliances
  - 3 – Ductwork
  - 4 – Exhaust Hood
  - 5 – Walk- In Cooler
  - 6 – Any Other Mechanical Insp.

Press 8 – Main Menu

Press 9 – Help  
(Accesses the general help line)

Press 0 – Mechanical Inspections Attendant

If you need to switch to another trade after entering an inspection, **press 8**, this will return you to the **Main Menu** for inspection requests.

**TO SCHEDULE AN INSPECTION FOR THE SAMEDAY, PLEASE CALL BEFORE 9 AM.** After 9 AM you will need to speak with the inspector to schedule an inspection for the same day.

**APRIL**

(Automated Permit Plan Review Inspections and Local Ordinance Enforcement)

**MAIN MENU SELECTIONS**

(If on a rotary phone stay on line for an attendant)

**Call (336) 373-2400 (APRIL)**

Press 1 – To request or cancel\* an inspection

Press 2 – To speak with someone about a permit\*

Press 3 – To speak with someone about plan Review or origination\*

Press 4 – To speak with someone concerning a Certificate of Occupancy\*

Press 6 – For documents that are available to be Faxed back to you

Press 8 – To return to the next level up of menus  
(Available at most points)

Press 9 – For on-line help  
(Accesses general help line)

Press 0 – For the Attendant

Press # (or hang up) to terminate your call at any Point

\*Available during normal business hours, Monday through Friday, 8 AM to 5 PM.

**TO SCHEDULE AN INSPECTION FOR THE SAME DAY PLEASE CALL BEFORE 9 AM.** After 9 AM you will need to speak with the inspector to schedule an inspection for the same day.